

U.S. DEPARTMENT OF EDUCATION

Federal Student Aid



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FEDERAL STUDENT AID

Experimental Sites Initiative Online Annual Reporting Tool User Guide

Version 6.0

October 1, 2006

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1. Introduction

Federal Student Aid, an office of the U.S. Department of Education, ensures that all eligible individuals benefit from federal financial assistance—grants, loans and work-study programs—for education beyond high school. By championing the promise of postsecondary education, we uphold its value as a force for greater inclusion in American society and for the continued vitality of America as a nation.

The U.S. Department of Education, Federal Student Aid introduced the online annual reporting tool for the Experimental Sites Initiative in December 2003. All participating schools are required to use the online tool to complete and submit their annual reports. This guide will discuss the reporting requirements, and how to use the online reporting tool to report current academic year data and to access prior year reports.

2. Reporting Period

Participants will use the online reporting tool to complete and submit their annual reports. Your annual report must be submitted by November 22.

3. Authorized Users

Each participating school can designate up to three individuals to access and use the online tool. Each user will have the same access rights, with the ability to edit, save, and submit the school's annual report. Only the Experimental Sites Coordinator can designate/add, or remove authorized users.

3.1 Reauthorizing Existing Users

Prior to the beginning of each reporting period, access to the Experimental Sites Annual Reporting Tool will be temporarily disabled for all users. To re-enable your access, please submit a User Account Request form. Complete the form as described in Section 3.2; instead of checking the "Create User Account" box, the "Reauthorize User Account" box should be checked.

Once your access has been re-enabled, you will receive a temporary password that can be used to login to the Experimental Sites Annual Reporting Tool. If you set up your account for self-maintenance during a prior reporting period, you can skip Section 5.2.

3.2 Designating/Adding a User

To designate or add a user, your school's Experimental Sites Coordinator must complete the User Account Request form (see Appendix A for a copy of the form). Ensure that the "School User Account" box is checked for the account type and "Create User Account" is checked for the account action. You must check the acknowledgement box to show that you have read and understand the Experimental Sites Annual Reporting Tool Rules of Behavior. The Experimental Sites Coordinator and user will sign the form and fax it to the Experimental Sites team at 202-275-4537 or 202-275-5864 (Attention: Warren Farr). Use the secondary number only if problems persist with the primary number listed.

The user will then be registered and issued their User ID. A temporary password will be issued in a separate email message (A confirmation email message will also be sent to your school's Experimental Sites Coordinator notifying them that your account has been created). When the

user first logs onto the Experimental Sites Annual Reporting Tool, s/he will be prompted to change the temporary password.

3.3 Removing Users

To remove a user, your school's Experimental Site Coordinator must complete the User Account Request form (see Appendix A for a copy of the form). Ensure that the "School User Account" box is checked for the account type and "Remove User Account" is checked for the account action. The Experimental Sites Coordinator will sign the form and fax it to the Experimental Sites team at 202-275-4537 (Attention: Warren Farr).

Once the user has been removed from the authorized users database, a confirmation email message will be sent to your school's Experimental Sites Coordinator only.

3.4 Changing Your School's Experimental Site Coordinator

If your school needs to designate a new Experimental Site Coordinator please contact Warren Farr at 202-377-4380 or ExperimentalSites@ed.gov

4. Accessing the Experimental Sites Annual Reporting Tool

To access and use the online reporting form, you must have a web browser (e.g., Internet Explorer 5.0 or higher). You can access the Experimental Sites Annual Reporting Tool from the Experimental Sites home page at <http://ExperimentalSites.ed.gov>. Once the Experimental Sites home page has loaded, click the "Annual Reporting Tool" link and then select the "Login" link from the submenu.

4.1 Browser Requirements

The Experimental Sites Annual Reporting Tool has been tested using Internet Explorer 6.0. It is recommended that you use Internet Explorer when using the Annual Reporting Tool. Visitors using other browsers may experience problems when using the Annual Reporting Tool. The browser you use must support JavaScript.

It is also highly recommended that you set Internet Explorer to check for newer versions of a stored page on every visit to the page. This can be done by starting Internet Explorer and selecting "Internet Options" from the Tools menu. This opens the "Internet Options" panel. See Figure 1.

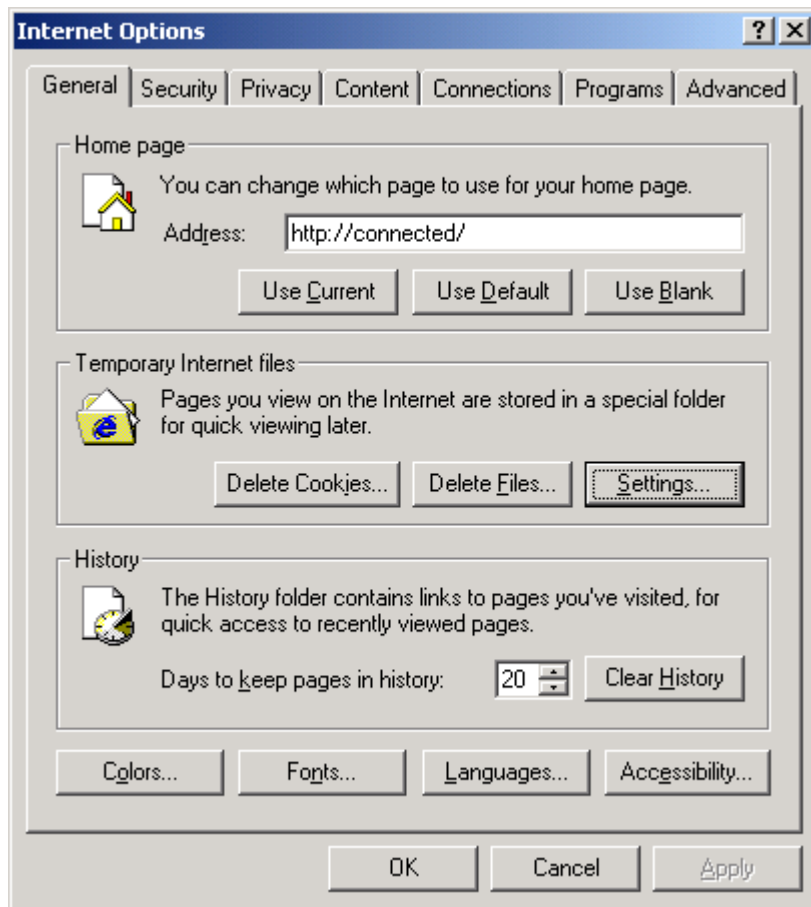


Figure 1 - Internet Explorer's Internet Options panel

Once the “Internet Options” panel is open, select the “General” tab and then click on the “Settings” button. This opens the “Settings” panel. See Figure 2. Once the “Settings” panel is open, select the “Every visit to the page” option (as shown in Figure 2) and then click the “OK” button. This closes the “Settings” panel. Click the “OK” button on “Interest Options” panel to close the panel.

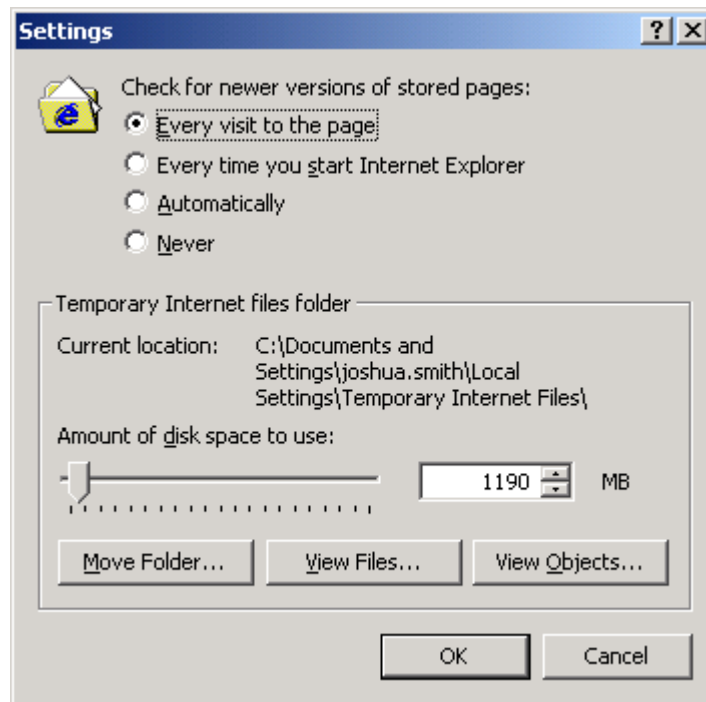


Figure 2 - Settings Panel

5. Logging In

To log into the Experimental Sites Annual Reporting Tool, click the “Login” link from the “Annual Reporting Tool” menu. To prevent unauthorized access to the reporting tool, the Federal Student Aid Login Screen will ask you to enter your user ID and password. See Figure 3. Once you enter your User ID and password, click “Login.” The system will verify that you are a registered user and that you are authorized to access your school’s report. Once you have successfully logged in, your school’s report page will load.

The Federal Student Aid Login screen contains a warning message indicating that you are accessing and using a United States Government computer network. By logging in to the application you acknowledge that you have read and understand the warning message.

The image is a screenshot of a web-based login interface. At the top left is the Department of Education seal. To its right is the text 'START HERE GO FURTHER' in orange and blue, followed by 'FEDERAL STUDENT AID' in blue. Below this is a light blue sidebar with four links: 'Forgot Password', 'Change Password', 'Microstrategy Self Registration', and 'eCB Pilot Registration'. The main content area has a 'UserID:' label next to a text input box, and a 'Password:' label next to another text input box. Below these are two buttons: 'Submit' and 'Clear'. A large block of text in the center reads: 'This is a U.S. Federal Government owned computer system, for the use by authorized users only. Unauthorized access violates U.S. Code Sections 1029 & 1030 and other applicable statutes. Violations are punishable by civil and criminal penalties. Use of this system implies consent to have all activities on this system monitored and recorded, which can be provided as evidence to law enforcement officials.' At the bottom, a horizontal line separates the footer from the rest of the page. The footer contains links: 'FOIA | Privacy | Security | Notices' on the left, and 'whitehouse.gov | firstgov.gov | ed.gov' on the right.

Figure 3 - Login Screen

If your password has expired, or if you have recently been issued a temporary password, you will be asked to change your password. After logging in with your user ID and temporary password the Federal Student Aid Password Expired Screen loads. See Figure 4. After ten seconds, or after clicking on the link, the Federal Student Aid Change Password screen will load. If this is the first time using your user ID, you will be asked to set up your account for self-maintenance after you change your password. These tasks are described in Sections 5.1 and 5.2.

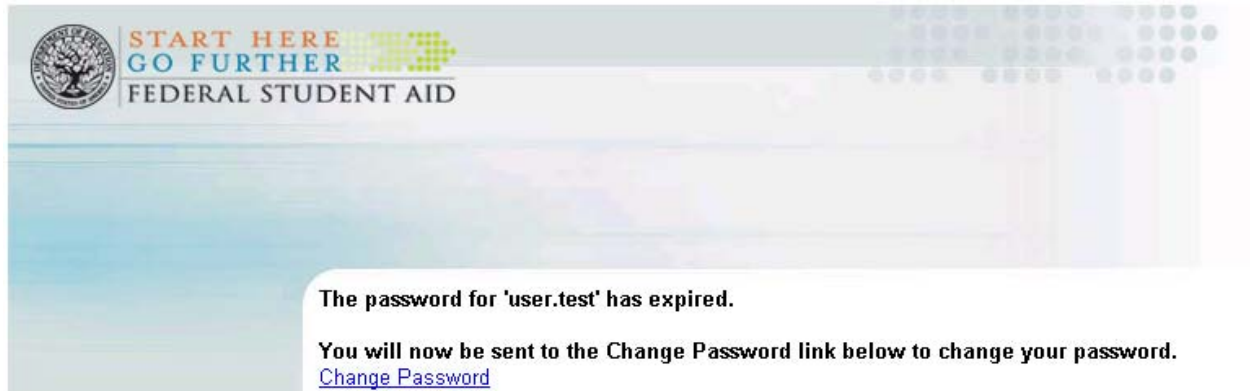


Figure 4 – Password Expired Screen

5.1 Changing Your Password

You can change your password at any time. To change your password, click the “Change Password” link on the Federal Student Aid Login Screen. See Figure 3. This will cause the Federal Student Aid Change Password Screen to load. See Figure 5. If you have recently been issued a temporary password, or if your password has expired, you will automatically be taken through this process.

Figure 5 – Change Password Screen

Once at the Change Password screen, complete each of the four fields on the screen. Enter your current password into the “Old Password” field. Enter your new password into the “New Password” field. Reenter your new password into the “Verify New Password Field.” The passwords entered in the “New Password” and “Verify New Password” fields must match. After all fields have been complete, click the “Submit” button.

The Password Change Success Screen will load. See Figure 6. Your password has now been successfully changed. Clicking the “Click here to Return” link returns you to the Experimental Sites home page. You can now log in using your User ID and your new password. (If this is your first time logging in with your User ID, after you change your password you will be taken through the steps to set up your account for self-maintenance as described in Section 5.2).

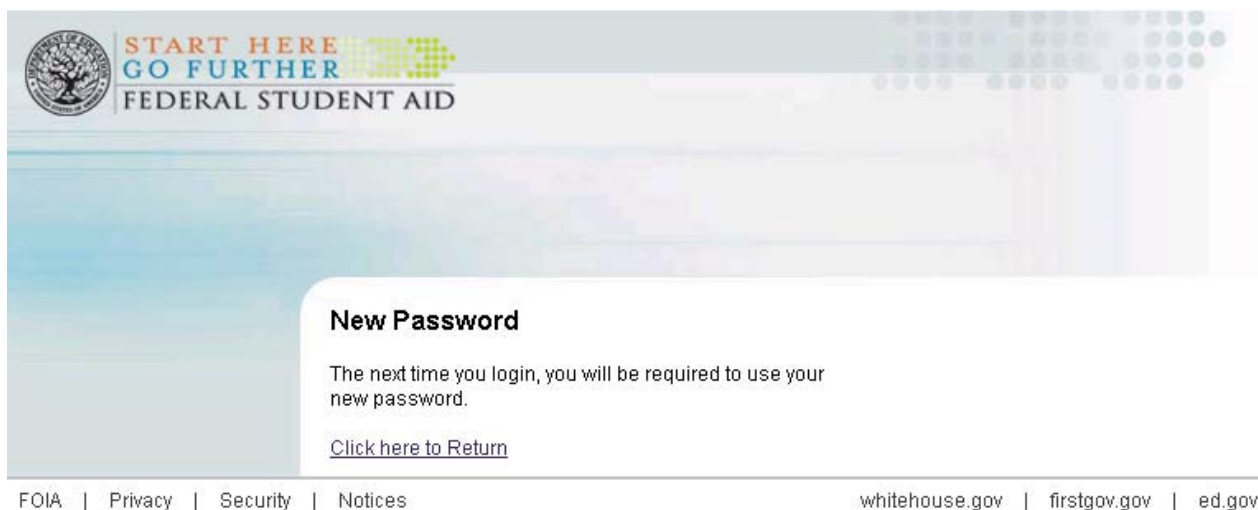


Figure 6 – Password Change Success Screen

5.2 Setting Up Your Account for Self-Maintenance

It is possible to manually retrieve your password if you forgot it or to reset your password if you have locked your account. These actions can be done online without contacting the Experimental Sites team at ExperimentalSites@ed.gov. In order to perform these activities, you must set up your account for self-maintenance. During your first login attempt, you should automatically be taken through this process.

After logging in and changing your password for the first time, the Federal Student Aid Security Questions Setup Screen will load. See Figure 7. This screen allows you to setup your security questions. These questions are used to confirm your identity when you are retrieving your password or unlocking your account. For each question, select a different option from the drop-down menu. You must select three different security questions. For each question, enter and verify the answer in the fields provided. Once you have selected your questions and entered your answers, click the “Submit” button.

START HERE
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[Forgot your password](#)
[Change your password](#)

Please Set up Challenge Responses

Question 1

Answer 1 Verify

Question 2

Answer 2 Verify

Question 3

Answer 3 Verify

FOIA | Privacy | Security | Notices whitehouse.gov | firstgov.gov | ed.gov

Figure 7 – Security Questions Setup Screen

After clicking “Submit,” the Password Change Success Screen will load. See Figure 6. Your account has not been set up for self-maintenance. The self-maintenance tasks that you can now perform are described in Section 5.3. Clicking the “Click here to Return” link returns you to the Experimental Sites home page. You can now log in using your User ID and your new password.

5.3 Forgot Your User ID or Password

If you do not remember your User ID, contact Warren Farr at 202-377-4380 or ExperimentalSites@ed.gov. You will be provided with your User ID via email or phone.

If you forgot your password, you can retrieve it online. Online retrieval of your password can only happen if you have set up your account for self-maintenance as described in Section 5.2. To retrieve your password online, access the Experimental Sites Annual Reporting Tool as described in Section 4. Once the Federal Student Aid Login Screen has loaded, click on the “Forgot Password” link. This loads the Federal Student Aid Challenge Screen. See Figure 8.

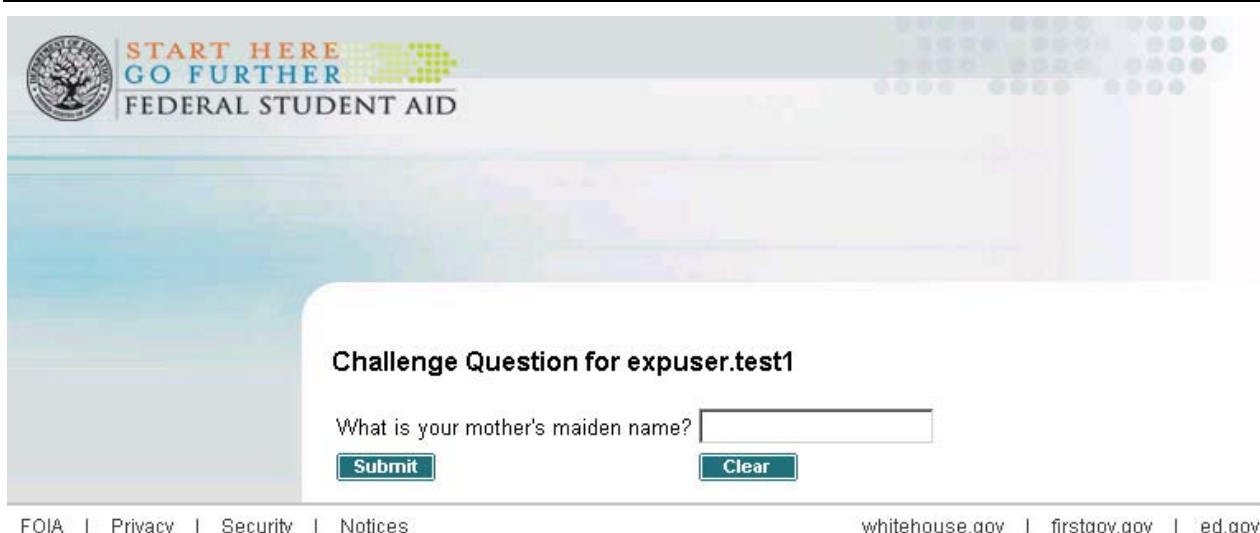


Figure 8 - Challenge Screen

The challenge screen will randomly present you with one of the challenge questions you entered during the set up of your account for self-management. Enter the answer to the question and click on the “Submit” button. This loads the Change Password screen shown in Figure 9.



Figure 9 - Change Password Screen for Forgot Password

Enter and confirm your new password and then click the “Submit” button. Your password has been successfully updated. The Password Change Success Screen now loads. See Figure 6. Clicking the “Click here to Return” link returns you to the Experimental Sites home page. You can now log in using your User ID and your new password.

If you have not set up your account for self-management as described in section 5.2, you will need to contact Warren Farr at 202-377-4380 or ExperimentalSites@ed.gov. You will be provided a new temporary password via email. You will be prompted to change your password after logging in with the temporary password.

5.4 Expiring Passwords

User passwords will expire every 90 days. When your password expires, you will be prompted to change your password when you attempt to log in. Section 5.2 describes how to change your password.

5.5 Password Lock-Out

As a system security feature, the online reporting tool log in screen will allow only 3 failed log in attempts before the system automatically locks-out your password. If you lock-out your account a screen will load that says “HPDIA0306W This account has been temporarily locked out due to too many failed login attempts.”

To unlock your account and regain access you will need to close your current browser window, open a new window and return to the Federal Student Aid Login screen. See Figure 3. Once at the Federal Student Aid Login Screen, change your password using the “Forgot Password” link as described in Section 5.3. If you are unable to unlock your account, contact Warren Farr at 202-377-4380 or ExperimentalSites@ed.gov. You will be provided a new temporary password via email. You will be prompted to change your password after logging in with the temporary password.

6. Annual Report Home Page

After logging in, the online reporting tool will take you to the Annual Report Home Page. The Home Page lists your school name, the academic year for which you are reporting, and some information on using the site. The Home Page’s “Experimental Sites Worksheets Required” section lists the specific experiments in which your school is participating for the current year. This section can also be used to track your progress in completing your annual report. As each worksheet is completed, a checkmark will appear beside the experiment. Once you have completed all of the worksheets, you can then submit your final annual report (see Section 11 for additional details on submitting the report). In addition, the site contains a drop-down menu where you can access your prior academic year reports (see Section 13 for additional details on this feature).

7. Accessing Worksheets

It’s important to complete the Demographics worksheet first since the system must check some of the other worksheet data against this form. After completing the Demographics worksheet, you may complete your remaining worksheets in any sequence you prefer. The “Go to Worksheet” drop-down menu near the top of every page lets you “jump” directly to any worksheet. To access a worksheet, click on one of the experiments in the “Go To Worksheet” box’s drop down menu and then click “Go.” You can also access a worksheet by clicking on the worksheet’s name in the “Experimental Sites Worksheets Required” section of the Annual Report Home Page.

8. Entering Worksheet Data

Once you open a worksheet page, your cursor will automatically appear in the first data entry field. You can go to a particular field by either using your mouse to click on a data field or by using the “Tab” key. You are not required to enter all of your worksheet data at one time. You can enter some data, save the worksheet, and then return to the worksheet at a later time (see Section 10 for additional details on saving a worksheet).

When completing the worksheets, there are several data elements that have specific range, sum, and/or cross-edit check requirements. The Data Dictionary lists each of these requirements where applicable. Please make sure to refer to the Data Dictionary as you are completing the worksheets (see Section 15 for additional details on accessing the Data Dictionary). Also, when you save your worksheet, the online reporting tool will automatically check your entered data to make sure it does not violate any range, sum, and/or cross-edit check requirements (e.g., number in field 1 cannot be greater than number in field 2). If there is an error, you will be returned to the worksheet and a red error message will be provided at the top of the worksheet. The error message will state ERROR and then provide a description of the error.

Lastly, almost all of the worksheets have comment boxes that must be completed before you can submit your report. When you open a worksheet, the system will automatically check to see if the worksheet's comment boxes are completed. If a comment box is not completed, the system will display a red notification message stating "[not entered]" above the comment button. You can save your worksheet data without entering data in the comment box. However, you will not be able to submit your report until all required comment boxes are completed. Once you enter comments in a comment box, the notification message will disappear.

9. Timeouts

The Experimental Sites online reporting tool will "timeout" your session if there has been no activity for 30 minutes. Inactivity means that the server has not been accessed for 30 minutes (i.e., you may have been typing in a worksheet, but if you have not saved or opened a new worksheet during the 30 minutes, you will be timed-out). Please note that if you are timed-out, you will lose any changes that were made since you last saved. For your security, we must ask you to log in again." Simply log in by entering your User ID and password.

10. Saving Worksheet Data

The Experimental Sites online reporting tool gives you the freedom to enter, save, and edit your worksheets at your convenience. In other words, you do not have to complete all your data entry in a single session. To save a worksheet, click the "Save Data" button located near the bottom of the worksheet. The system will then check (1) the formats of some of the data elements (e.g., make sure there is no text in a number field) and (2) make sure the data elements do not violate any range, sum, and/or cross edit check requirements (e.g., number in field 1 cannot be greater than number in field 2). Some data elements in the experiment worksheets cannot be greater than data entered into the Demographic worksheet. When you save the worksheet, the system will also check for any of these data entry errors. If there is an error, you will be returned to the worksheet and a red error message will be provided at the top of the worksheet. The error message will state ERROR and then provide a description of the error. If you attempt to go to a new worksheet without correcting the errors, the system will notify you that you will lose your entered data and ask you if you would like to continue.

If there are no formatting or cross edit check errors within the worksheet, you will be returned to the worksheet and a red message will be provided at the top of the worksheet stating "Your data has been saved." You can then continue your data entry. You can also exit the reporting tool, return to the reporting tool Home Page by clicking the "Annual Report Home" button in the main tool bar, or use the "Go to Worksheet" navigation box to select a new experiment.

When you save your worksheet, the system will also check to see if all required fields have been completed (this includes any required text boxes). If so, a checkmark will be displayed next to the worksheet's name on the reporting tool Home Page. This can serve as a useful reference for determining the status of your completed worksheets. **IMPORTANT NOTE:** If a check mark does not appear next to one of your worksheets, make sure you completed all required fields and text boxes. If a required text box has not been completed, the system will display a red notification message stating "[not entered]" above the comment button.

You can return to a saved worksheet at any time by selecting the worksheet in the "Go to Worksheet" navigation box and clicking "Go." When the system opens the worksheet, it will automatically retrieve your saved data.

If you attempt to go to a new worksheet without saving your current worksheet, the system will prompt you to save the worksheet. **IMPORTANT NOTE:** If you close your web browser or click your web browser's "Back" button without saving your current worksheet, you will lose any unsaved data.

11. Submitting Your Completed Report

Once you have completed all of your school's worksheets, you can then submit your school's annual report to the Department of Education. The reporting tool Home Page will also display checkmarks next to those worksheets that have been completed (i.e., all of the worksheets' required fields have been completed). You can use the Home Page to verify that all of your worksheets are complete before submitting your annual report.

To submit your annual report, return to the reporting tool Home Page and click the "Submit Report" button. The reporting tool will verify that all required fields have been completed. If there are any incomplete fields, you will be provided with a dialog box stating that your report could not be submitted because a worksheet(s) was not complete. The dialog box will also refer you to the list of worksheets on the reporting tool Home Page. Those worksheets that do not have a checkmark after their name are not complete (i.e., have some missing data).

After verifying that all of your worksheets are completed, the reporting tool will also run a final check to make sure the data elements do not violate any range, sum, and/or cross edit check requirements (e.g., number in field 1 cannot be greater than number in field 2). If there are any remaining data entry errors, the tool will return you to the Home Page and a red error message will be provided at the top of the worksheet. The error message will state "ERROR: The following data entry errors have been identified and must be corrected before your report can be submitted." The error message will also provide a list of the worksheets with the data entry errors so that they can be corrected.

Once the system verifies that all of your worksheets were completed and that there are no data entry errors, then your report will be submitted to the Department of Education. The reporting tool will provide you with an immediate confirmation that your report was submitted. You will be able to print this confirmation page for your records.

IMPORTANT NOTE: Once your report is submitted, you will NOT be able to make any additional changes, or edit the report or the worksheets. As a result, it is important that you make sure that all data elements are final before you submit your report. You will be able to print your annual report and individual worksheets after the report is submitted (see Section 12 for additional

details on printing). If you determine that you need to make additional changes to your submitted report, contact Warren Farr at 202-377-4380 or ExperimentalSites@ed.gov. The Experimental Sites team will then unlock your submitted report, so that you can make any final changes.

12. Printing Your Worksheets and Annual Report

You can print your worksheets by experiment or your entire annual report at any time. To print an individual worksheet, open the worksheet by using the “Go To Worksheet” navigation box or by clicking on the worksheet’s name in the Annual Report Home Page and then click the “Printer Friendly Version” button. You will then be presented with a printer-friendly view of your worksheet. To print the worksheet, click “Print.” Once the worksheet is printed, click the “Return” button to return to the data entry form.

Once you submit your annual report, you will still be able to print an individual worksheet. When you open a worksheet using the “Go to Worksheet” navigation box or by clicking on the worksheet’s name in the Annual Report Home Page, you will be automatically taken to the printer-friendly view of the worksheet. To print the worksheet, click “Print.” Once the worksheet is printed, click the “Return” button to return to the reporting tool Home Page.

To print your entire annual report, go to the reporting tool Home Page and click the “Printer Friendly Version” button. You will then be presented with a printer-friendly view of all of your worksheets. To print the report, click “Print.” Once the report is printed, click the “Return” button to return to the Home Page.

13. Accessing Prior Academic Year Worksheets/Reports

From the Annual Report Home Page, you can access your prior year worksheets and report. Underneath your school’s name, you will see a drop-down menu called “Reporting Year.” To view your prior academic year data, select a particular year from the drop-down menu. The screen will then change to the academic year that you selected and will list your school’s experiments for that year. Please note that you will only be able to view and print your prior year worksheets and report (this reminder will appear at the top of your screen).

To print an individual worksheet, open the worksheet by using the “Go To Worksheet” navigation box or by clicking on the worksheet’s name in the Annual Report Home Page. You will be automatically taken to the printer-friendly view of the worksheet. To print the worksheet, click “Print.” Once the worksheet is printed, click the “Return” button to return to the reporting tool Home Page.

To print your entire annual report, go to the reporting tool Home Page and click the “Printer Friendly Version” button. You will then be presented with a printer-friendly view of all of your worksheets. To print the report, click “Print.” Once the report is printed, click the “Return” button to return to the Home Page. If you’d like to access the Data Dictionary for the academic year you selected, click on the Data Dictionary link at the top of the page.

To return to the current academic year report, select the current year from the “Reporting Year” drop-down menu.

14. Logging Off / Exiting the Reporting Tool

You can exit the Experimental Sites Annual Reporting Tool at any time by clicking “Exit” in the main tool bar. You will then exit the tool and be sent to the Experimental Sites home page. You can then close your browser or navigate to another site.

If you return to the Experimental Sites Annual Reporting Tool within 30 minutes of leaving during the same browser session (i.e. you do not close your browser window and open a new window) you will be able to directly access the Experimental Sites Annual Reporting Tool without logging in again. Closing your browser window after exiting will fully log you off.

15. Data Dictionary

Two Data Dictionaries have been developed for the Experimental Sites annual report. The Data Dictionaries provide detailed descriptions of each worksheet’s data elements and tips on how to complete each item, including any specific range, sum, and/or cross edit check requirements. The first Data Dictionary includes information on the Demographics worksheet and the following seven experiments:

- Loan Proration
- Overaward Tolerance
- Loan fees in Cost of Attendance
- Credit of Title IV Aid to Institutional Charges
- Credit Title IV Aid to Prior Term Charges
- Entrance Loan Counseling
- Exit Loan Counseling.

The second Data Dictionary includes information on the Demographics worksheet and the Ability to Benefit experiment.

The Data Dictionary can be accessed from the main tool bar by clicking “Data Dictionary.” Depending on whether or not your school participates in the Ability to Benefit experiment, the system will retrieve the appropriate Data Dictionary for your school (remember that if you are accessing prior academic year data and click on the Data Dictionary link, you will be provided with that year’s Data Dictionary). The Data Dictionary will be an Adobe PDF file. If you do not have Adobe Acrobat, a link to the Adobe home page where you can download a reader is provided on the Annual Reporting Tool Browser Requirements page. Once you open the Data Dictionary, you can print it by clicking “File” and then “Print” in the Adobe main tool bar.

16. User Guide

This User Guide can be accessed from the main tool bar by first clicking the “Annual Reporting Tool” link and then clicking the “User Guide” link. The User Guide will be an Adobe PDF file. If you do not have Adobe Acrobat, a link to the Adobe home page where you can download a reader is provided on the Annual Reporting Tool Browser Requirements page. Once you open the User Guide, you can print it by clicking “File” and then “Print” in the Adobe main tool bar.

17. Contact Us

The Contact Us page provides you with contact information for assistance/questions in completing your annual report. To access the Contact Us page, click the “Contact Us” button on the main tool

bar. The contact information provided can also be used to let us know what you think about using the online reporting tool and if there are any ways that we can improve our service.

18. Privacy

Information about the Department of Education’s privacy policies can be found by clicking on the “Privacy” link found in the footer of any page. Clicking the “Privacy” link will load the Department of Education’s Privacy Policy page.

19. Questions/Contacts

If you have any questions on completing your annual report or on using the online reporting tool, please contact Warren Farr at 202-377-4380 or ExperimentalSites@ed.gov.

APENDIX A.
U.S. Department of Education – Federal Student Aid
Experimental Sites Annual Reporting Tool
User Account Request

U.S. Department of Education - Federal Student Aid

Experimental Sites Annual Reporting Tool

User Account Request

The following information is required to create, change or remove user accounts. Changes include the designation of a new School Coordinator. The current School Coordinator must sign and fax the completed form to 202-275-4537 to the attention of Warren Farr.

User Information		
Account Type:	<input type="checkbox"/> School User Account	<input type="checkbox"/> School Coordinator
Account Action:	<input type="checkbox"/> Create User Account <input type="checkbox"/> Remove User Account	<input type="checkbox"/> Reauthorize User Account <input type="checkbox"/> Change School Coordinator
Name:		
Title:		
Institution:		
OPE ID:		
Phone:		
Fax:		
Email:		
School Coordinator Name:		
School Coordinator Email:		

Experimental Sites Annual Reporting Tool Rules of Behavior
<p>As a School User of the Experimental Sites Annual Reporting Tool (Experimental Sites), I agree to:</p> <ul style="list-style-type: none"> ▪ Follow all operational instructions provided in the Experimental Sites User Guide; ▪ Never share my Experimental Sites user ID and/or password with anyone else under any circumstance; ▪ Either log off Experimental Sites or lock my workstation if I am logged into Experimental Sites and must leave my workstation; ▪ When finished using Experimental Sites, I will log off from the application; ▪ Inform the Experimental Sites Application Administrator in the event of any suspected or actual unauthorized use of Experimental Sites <p>As a School Coordinator for a school participating in the Experimental Sites Initiative, I agree to:</p> <ul style="list-style-type: none"> ▪ Inform the Experimental Sites Application Administrator of any user changes (i.e. adding or removing Authorized School Users), including a change in School Coordinator; ▪ Inform the Experimental Sites Application Administrator in the event of any suspected or actual unauthorized use of Experimental Sites <p>I understand that failure to abide by these rules of behavior may result in losing access to Experimental Sites.</p>
<input type="checkbox"/> I hereby acknowledge that I understand and agree to the Experimental Sites Rules of Behavior

User's Signature and Date

School Coordinator's Signature and Date

NOTE: Users will be notified of completed requests through email. New users must change their password upon first logging into the Experimental Sites Annual Reporting Tool.

For Experimental Sites Team Use Only			
Date Received:		Access Issued:	<input type="checkbox"/> Yes <input type="checkbox"/> No Date:
System Security Officer Signature:			